

# HAMLINE UNIVERSITY

## 2021/2022 HOLIDAY SCHEDULE

During these designated official Hamline University holidays, all offices will be closed unless otherwise specified, all classes will be suspended and most major events and most athletic activities will not be held.

2021/2022 Dates	Holidays
Monday, July 5, 2021	Day after Independence Day
Monday, September 6, 2021	Labor Day
Thursday, November 25, 2021	Thanksgiving Day
Friday, November 26, 2021	Day after Thanksgiving
Friday, December 24, 2021	Christmas Eve
Monday, December 27, 2021	Monday after Christmas Day
Friday, December 31, 2022	Day before New Year's Day
Monday, January 17, 2022	Martin Luther King Day
Monday, May 30, 2022	Memorial Day

Staff members also will receive three floating holidays to be elected in consultation with their supervisors. These floating holidays will allow staff members' greater flexibility in planning around major holidays, and will permit staff members to observe religious holidays of their choice. Floating holidays must be taken during the fiscal year (July 1 through June 30) in which they are received, or they will be forfeited. Unused floating holidays are not paid out at termination of employment. Following a resignation or termination, an employee may not work their last day in conjunction with a holiday or holiday closure and claim holiday pay for their final day.

Newly hired staff members must complete a minimum of three months of consecutive service before using the floating holiday. The granting of these floating holidays will be prorated as follows:

- 3 days if hired prior to September 1
- 2 days if hired prior to December 1
- 1 day if hired prior to March 1
- 0 days if hired between March 1 and June 30

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This holiday schedule is subject to change based on future changes to the Associated Colleges of the Twin Cities joint class schedule, and does not cover members of Local No. 70 of the International Union of Operating Engineers.

Operational needs may dictate that certain staff members work on a given holiday(s). In that event, impacted employees will work with their supervisors to determine an alternate date(s) for use as a paid holiday.

*This schedule is for informational purposes only. It is not a contract of employment, and nothing in it is intended to create or imply a contract for employment or for the provision of any employment benefit. The University reserves the right to interpret the provisions of this schedule and to modify any or all matters contained in this schedule at any time, with or without prior notice, subject to applicable law.*